

**Duty Statement**

Classification: Health Program Specialist II	
Working Title: Home and Community Based Services (HCBS) Program Specialist	
Program: Health Care Delivery Systems	
Division: Integrated Systems of Care	Branch: HCBS Policy
Section: N/A	Unit: N/A
COI Classification: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Position Number: 805-076-8336-006
Telework Eligible: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Maximum Telework Days: 20 Per Month
Bilingual Fluency: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Specify Language: Not Applicable
<p>This position requires the incumbent maintain consistent and regular attendance; communicate effectively, both verbally and in writing, when interacting with the public and other employees; develop and maintain knowledge and skills related to specific tasks, methodologies, materials, tools, and equipment, complete assignments in a timely manner, and, adhere to departmental policies and procedures regarding attendance and conduct.</p>	
<p><b>Job Summary:</b></p> <p>The Health Program Specialist (HPS) II serves as policy specialist for the multiple HCBS programs administered by HCBS Policy Branch (HPB). The HPS II will serve as a supportive policy advisor in the policy development and operation of integrated health care delivery systems for vulnerable populations eligible for HPB's various HCBS programs. The HPS II is responsible for researching waivers, state plans, and programs; including, but not limited to, complex state plans, state programs, waivers, and HCBS programs that will enable vulnerable populations in California to receive needed care in their home or community. The HPS II will recommend, and assist with the development of, new ways to deliver necessary services to vulnerable populations throughout California. The HPS II also assists with the development of policies and procedures, recommends new or revised policies, including policies that address unique or integrated health care needs, and adhere to federal and state statutes and Department policies and guidelines.</p>	
<p><i>The duties contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with this classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods or to otherwise balance the workload.</i></p>	

<b>Description of Duties:</b>	
<b>% Of Time</b>	<b>Essential Functions</b>
35%	Serves as the HPB expert for statewide development of policies and procedures regarding all aspects of HCBS programs; develops new, and/or modifies existing, policies and procedures to incorporate ongoing changes occurring in the Division's programs. Researches existing complex state plans, state programs, waivers, and home and community-based service programs that will enable vulnerable populations in California to receive needed care in their home or community. Acts as liaison with other Department programs and state agencies impacted by the Division's programs to coordinate and resolve problems and to improve and maintain awareness/understanding of eligibility policy and program guidelines between agencies.
20%	Acts as a liaison with various stakeholders, advocate organizations, federal partners, and other state agencies for the purpose of coordinating activities related to the HCBS programs. The incumbent is responsible for assisting the Branch Chief in performing tasks directly related to accomplishing HCBS programs policy objectives and providing essential support, guidance, and technical assistance. Facilitates informational communications and other activities related to stakeholder engagement and advisory groups as well as managing/maintaining a good working relationship with the Centers for Medicare and Medicaid Services and other state agencies. Provides the Branch Chief with regular updates on assignments, vulnerabilities, and project issues.
15%	Researches, develops, and recommends regulatory/statutory changes to address program problems and/or gaps in services for the populations currently served and could be served by HCBS programs; oversees changes required to the Division's HCBS programs regulations and standards. Provides specific and complex consultation and technical assistance to state and local agency staff regarding interpretation and implementation of necessary HCBS program statutory and regulatory requirements to ensure efficient and effective administration and to ensure statewide consistency in application of policies and procedures.
15%	Determines new, or modifications necessary to existing, data reporting requirements and serves as technical expert to Division's research and information technical staff to define and establish HCBS data collection criteria and output needs. Reviews and analyzes data reports to determine HCBS program success and ongoing needs in areas such as client enrollment, referral for services, provider participation, integration of beneficiaries, and care coordination. The HPS II will also assist Division management and staff by providing key data and reports for use in preparing annual, quarterly, and ad hoc HCBS reports as necessary.
10%	Assists staff in the development of training materials for providers related to the Division's HCBS programs; assists in planning and facilitating statewide meetings with advocacy groups and interested stakeholders. May represent the Division at and participates in advisory committees and county meetings.

<b>Description of Duties</b>	
<b>% Of Time</b>	<b>Essential Functions</b>
<b>% Of Time</b>	<b>Marginal Functions</b>
5%	Perform other duties as required.



**Instructions**

A duty statement is a description of tasks, functions, and responsibilities of a position to which an employee is assigned, and the percent of time spent on each task. It is based on objective information obtained by thoroughly analyzing the position's functions, the competencies and skills required to accomplish these functions, and the organizational needs of the department.

Classification:	Enter the legal title documented in the Classification Specifications which contains a formalized summary of the duties and responsibilities of the positions in a class.
Working Title:	Enter a working title if there is one. The working title differs from a classification title, as it can be specific to the duties the classification is performing. e.g., Personnel Liaison, Contracts Analyst, etc.
Program / Division / Branch / Section / Unit:	Enter the information that is in alignment with where the position is located in the organization. This should also mirror what is presented on the organization chart.
Position Number:	Enter the agency, unit, class code, and serial number of the vacant position being filled. e.g., 808-202-5393-810
Telework Eligible:	<p>Check 'Yes' if this position is eligible for a telework schedule.</p> <p>If 'Yes' is checked, in the next fields enter the maximum number of telework days allowable for this position. Then select if the maximum number of telework days will be 'per week' or 'per month'.</p> <p>Check 'No' if this position is not eligible for a telework schedule.</p>
COI Classification:	<p>Check 'Yes' if this position is designated under the Conflict of Interest Code. The position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment. Failure to comply with the Conflict of Interest Code requirements may void the appointment.</p> <p>Check 'No' if this position is not designated under the Conflict of Interest Code.</p>
Bilingual Fluency:	<p>Check 'Yes' if this position is bilingual certified.</p> <p>If 'Yes' is checked the language for which the position is bilingual certified must be specified in the next field.</p> <p>Check 'No' if this position is not bilingual certified.</p>
Job Summary:	Include a brief description of the position, duties performed, reporting structure, and any pertinent information you feel is necessary.

Description of Duties:	<p>Provide an itemized listing of the specific job duties and the percentage of time spent on each separate and distinct task. The essential and marginal functions should be identified. Group related tasks under the same percentage with the highest percentage first. Percentages must be listed in descending order and must equal 100%.</p> <p><b>Essential Functions:</b> Assess whether the performance of a functions is 'essential' by asking yourself why the position exists and what is it the employee is being hired to do. As you review each task, ask yourself whether it is a basic, necessary, and integral part of the job, which would make that task essential. Ask yourself, does the position exist solely to perform that function? Are there a limited number of employees available to perform that function? Is it a highly specialized function? If so, the task may be 'essential'.</p> <p><b>Marginal Functions:</b> Marginal functions are incidental and only account for a minimal part of the job. They are secondary to essential functions, and they make up the remaining duties of the position. Keep in mind that marginal functions can also be absorbed by another staff member so if they were to be removed, it doesn't change the concept of the position.</p>
Supervision Received:	<p>Select the nature of the supervision received and enter the classification of the supervisor. Review the Classification Specifications, and see the descriptions below to help determine the type of supervision this position receives.</p> <p><b>Under Close Supervision:</b> Used for entry-level classes in which employee is learning the duties of the class as a trainee or apprentice.</p> <p><b>Under Supervision:</b> The position is subject to continuous and direct control.</p> <p><b>Under General Supervision:</b> The position is subject to a minimum of continuous and direct control.</p> <p><b>Under Direction:</b> Indicates that supervision is general and not close, continuous, or concerned with details. The statement tends to be used with technical and professional positions where the employees are expected to operate with a reasonable degree of independence, or as a journey-person or fully qualified worker.</p> <p><b>Under General Direction:</b> Usually refers to classes on the division level which receive administrative direction. The guidance is usually set forth in legislation and general rules of the organization.</p> <p><b>Under Administrative Direction:</b> This is usually used only in classes involving top-level, administrative positions in which the guidance is largely that of overall policy and the requirements of legislation.</p>
Supervision Exercised:	<p>Check 'Yes' if this position exercises supervision. If 'Yes' is checked, select all classification types supervised by this position.</p> <p>Check 'No' if this position does not exercise supervision.</p>
Special Requirements:	<p>Enter any requirements that may be necessary per classification specification or specific department, i.e., background check, drug test, medical license, etc.</p>
Desirable Qualifications:	<p>Enter any knowledge, skills and abilities and other desirable qualifications, such as special personal characteristics, interpersonal skills, etc., not required as part of the minimum qualifications but represent additional attributes being sought after by the hiring manager.</p>

Working Conditions:	Describes the working conditions of the job, i.e., physical demands, if the job is indoor/outdoor, if travel is required and how often, varying schedule, transportation information, etc.
Human Resources Acknowledgement:	Completed by Human Resources Division to indicate the last date of review.
Employee Acknowledgement:	Employee signs and dates the document certifying that the duties of the position were discussed with the supervisor and that a copy of the duty statement was received.
Supervisor Acknowledgement:	<p>Supervisor signs and dates the document certifying that the duty statement represents an accurate description of the essential functions of the position, and that the duties of the position were discussed with the employee.</p> <p>Once signatures are obtained, make two copies and place a copy in the supervisor's drop file and provide one to the employee. Send the original to Human Resources Division to file in the employee's Official Personnel File (OFP).</p>